Prince George County, Virginia

Procurement Officer

SALARY	$67,600.00 - $108,160.00 Annually	**LOCATION**	County of Prince George, VA
JOB TYPE	Full-Time	**JOB NUMBER**	PO072026
DEPARTMENT	Finance	**OPENING DATE**	07/28/2026
CLOSING DATE	Continuous		

Essential Functions/Typical Tasks

The County of Prince George Finance Department is seeking qualified candidates for the position of Procurement Officer. This position will be responsible for preparing specifications and invitation to bid or request for proposal packages; securing and analyzing bids; requisitioning materials and creating purchase orders; maintaining files and records; managing and posting solicitations and contract awards in eVA (the State's/County's procurement platform); maintaining computer programs and records. This position also coordinates surplus property sales and is the point of contact for vehicle and property insurance claims.

For the complete job description, please click here (Download PDF reader).

Qualification Requirements

Thorough knowledge of business methods, Virginia Public Procurement Act purchasing practices; thorough knowledge of the laws relating to public purchasing; ability to write clear and concise contracts and specifications; thorough knowledge of various grades and qualities of a variety of materials, supplies and equipment used by the County; ability to gather and analyze facts on a variety of subject matter and to assemble reports; thorough knowledge of standard office procedures, practices and equipment; ability to express ideas clearly and concisely orally and in writing; ability to establish and maintain effective working relationships with associates, vendors and the general public.

Special Requirements

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting or related field and three years experience in federal and state procurement administration.

Additional Information

To apply online visit our website at www.princegeorgecountyva.gov. To be considered for this position, applicants must fill out a County application which can be completed online. For additional information, please call (804)722-8669. EOE.

Employer
Prince George County, Virginia

Address
Prince George County
6602 Courts Drive
Prince George, Virginia, 23875

Phone
804.722.8669

Website
http://www.princegeorgecountyva.gov/

Procurement Officer Supplemental Questionnaire

*QUESTION 1

Do you have at least 3 years of Virginia Governmental purchasing experience?

- ◯ Yes
- ◯ No

QUESTION 2

If you answered yes to question one, please provide details on your experience.

*QUESTION 3

Do you have experience making purchases and posting solicitations using eVA?

- ◯ Yes
- ◯ No

*QUESTION 4

Do you hold a VCA (Virginia Contracting Associate) certification?

- ◯ Yes
- ◯ No

*QUESTION 5

Do you hold a VCO (Virginia Contracting Officer) certification?

- ◯ Yes
- ◯ No

QUESTION 6

If you answered no to question five, are you willing to attain the VCO certification?

- ◯ Yes
- ◯ No

* Required Question